# Minutes

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| --- | --- | --- |
| Date, time and venue | Wed. 12th Sept. 2014 | ILRI office |
| Participants |  | |
| Absent/ excused (indicate with\*) |  | |
| Agenda Items and time indication | 1. … 2. … 3. … 4. … 5. AOB | Time indication, e.g. 10’, 30’ |

## Notes

|  |  |  |
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| Agenda item |  | |
| Discussion points |  |  |
| Decisions |  | |
| Action points |  | by whom and by when |
| Any other follow-up needs |  | |
| Next meeting set for | When | where |